



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT
GENERAL SOLANO STREET, SAN MIGUEL, MANILA

REQUEST FOR QUOTATION

No. 26-018

The **Department of Budget and Management (DBM)**, through its **Administrative Service (AS)**, intends to procure "**Lot 2 – Supply and Delivery of Development Budget Coordination Committee (DBCC) Collaterals - Custom Pocket Folder, Custom Expanding Envelope, and Custom Cover Page**" for FY 2026 in accordance with **Section 34** (Small Value Procurement) of the Implementing Rules and Regulations of Republic Act No. 12009 or the New Government Procurement Act (NGPA).

Please quote your **best offer** for the item/s described herein, **subject to the attached Annexes A, and B (Terms and Conditions)** provided as part of this Request for Quotation (RFQ) form. Submit your quotation duly signed by your authorized representative **not later than March 21, 2026, 2:00 PM** at the Administrative Service – Procurement Management Division, Ground Floor, DBM Bldg. III, General Solano St., San Miguel, Manila. Quotations may also be submitted through the email address indicated below.

A copy of your **2026 Business or Mayor's Permit¹** and **PhilGEPS Registration Number** is also required to be submitted along with your signed quotation/proposal. A **valid and updated PhilGEPS Registration Certificate (Platinum Membership) (all pages)** may be submitted in lieu of the Mayor's/Business Permit.

The Supplier/Service Provider with the Single/Lowest Calculated Quotation shall submit its **Omnibus Sworn Statement (NGPA GPPB-prescribed forms)**, and **Income/Business Tax Return (for ABC's above Php 500k)²** within a non-extendible period of five (5) calendar days from receipt of the notice from the Administrative Service that it submitted the Single/Lowest Calculated Quotation.³

For any clarification, you may contact us at telephone no. **(02) 8657-3300 local 3115** or email address at jestrera@dbm.gov.ph.


AARON ALBERTO A. ESCALONA
Director III, and Concurrent
Chief Administrative Officer 

¹ In case of a recently expired Mayor's/Business permit, it shall be accepted together with its official receipt as proof that the bidder has applied for renewal within the period prescribed by the concerned local government unit in accordance with Section 20.2.9.1(C) of the Implementing Rules and Regulations of Republic Act No. 12009 or the New Government Procurement Act

² Manually filed tax returns or filed through EFPS

³ Failure to submit the required documents on time, or a finding against the veracity thereof, shall disqualify the supplier/service provider for award. In case the notice for the submission of post-qualification documents is sent via the bidder's email, it shall be considered as received by the bidder on the date and time the email was sent, whether or not the bidder acknowledged the said email. It shall be the bidder's responsibility to check its/his/her email for the purpose.

ANNEX "A"

Date: _____

Name of Company: _____

Address: _____

Name of Store/Shop: _____

Address: _____

TIN: _____

PhilGEPS Registration Number: _____

INSTRUCTIONS:

- (1) Accomplish this Request for Quotation (RFQ) correctly and accurately.
- (2) The use of this RFQ is highly encouraged to minimize errors or omissions of the mandatory provisions.
 - If a different form is used other than the RFQ, the quotation shall contain all the mandatory provisions, including manifestation of the agreement with the Terms and Conditions below.
 - In case a prospective supplier or service provider submits a filled-out RFQ with a supporting document (i.e., price quotation in a different format), both documents shall be considered unless there is any discrepancy. In this case, provisions in the RFQ shall prevail.
- (3) All technical specifications are mandatory. Failure to comply with any of the mandatory requirements will disqualify your quotation.
- (4) Failure to follow these instructions will disqualify your entire quotation.


Sir/Madam:

After having carefully read and accepted the Terms and Conditions in the Request for Quotation, hereunder is our quotation for the item/s as follows:







TECHNICAL SPECIFICATIONS

1. Please quote your **best offer** for the item/s below. Please do not leave any blank items. Indicate "0" if the item being offered is for free.
2. Bidders must state "**Comply**" or any equivalent term in the column "**Bidder's Statement of Compliance**" against each of the individual parameters of each Specification.

Item	Description	Total Quantity	Bidder's Statement of Compliance	Unit Cost (Vat Inclusive)	Total Cost (Vat Inclusive)
Lot 2 – Supply and Delivery of DBCC Collaterals - Custom Pocket Folder, Custom Expanding Envelope, and Custom Cover Page					
1.	Custom Pocket Folder <ul style="list-style-type: none"> - Size: 9x13 inches - Paper: C2S 220gsm Bi-fold, 1 pocket Off-set printed Glossy laminated 2-sided print - Color: CMYK full color printing - Layout: With design print (to be provided by the end-user) 	500 pieces			
2.	Custom Expanding Envelope <ul style="list-style-type: none"> - Material: PVC poster (glossy laminated) or cardstock 200-270gsm satin finish or similar/equivalent and recommended finish - Size: (-3mm): 380mm x 250mm - Expansion (-3mm): 50mm - Thickness (min.) 0.38mm - Strap: With string and eyelet or elastic strap - Color: CMYK full color printing - Layout: With design print (to be provided by the end-user) 	500 pieces			
3.	Custom Cover Page <ul style="list-style-type: none"> - <i>(1,000 pieces with window/ front and 1,000 pieces no window/ back)</i> - Paper: C2S 220gsm <ul style="list-style-type: none"> - Off-set printed - Glossy laminated - 2-sided print (with and without die cut window) - Size: 8.27" x 11.81" (can carry at least A4-sized documents) - Front page die-cut window size/position: Round corners, 3x8cm or 1.18" x 3.15" (centered left to right, 3.5" Down from the top) - Color: CMYK full color printing - Layout: With design print (to be provided by the end-user) 	2,000 pieces			

4.	Payment Schedule - Payment for processing after inspection and acceptance of delivered goods by end-user, subject to pertinent budgeting, accounting, and auditing rules and regulations.	N/A	<hr/> 	N/A	N/A
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**The above-quoted prices are inclusive of all costs and applicable taxes*

SCHEDULE OF REQUIREMENTS				
Item	Description	Quantity	Delivery Schedule	Bidder's Statement of Compliance
1.	Custom Pocket Folder Submission of printer's proof	N/A	Within fifteen (15) calendar days after receipt of the digital file from the DBM-FPRB	<hr/> 
2.	Custom Pocket Folder Complete delivery of the Custom Pocket Folder	500 pieces	Within fifteen (15) calendar days after the approval of the printer's proof	<hr/> 
3.	Custom Expanding Envelope Submission of printer's proof	N/A	Within fifteen (15) calendar days after receipt of the digital file from the DBM-FPRB	<hr/> 
4.	Custom Expanding Envelope Complete delivery of the Custom Expanding Envelope	500 pieces	Within fifteen (15) calendar days after the approval of the printer's proof	<hr/> 
5.	Custom Cover Page Submission of printer's proof	N/A	Within fifteen (15) calendar days after receipt of the digital file from the DBM-FPRB	<hr/> 
6.	Custom Cover Page Complete delivery of the Custom Cover Page	2,000 pieces	Within fifteen (15) calendar days after the approval of the printer's proof	<hr/> 

FINANCIAL OFFER	
Approved Budget for the Contract (ABC)	Total Offered Quotation
One Hundred Twenty-Two Thousand Six Hundred Pesos Only (Php122,600.00)	In words:

	In figures:

PAYMENT DETAILS	
<u>Payment Terms:</u>	Payment shall be made promptly, but in no case later than sixty (60) days, through Land Bank's LDDAP-ADA/Bank Transfer facility after submission of billing statement/invoice an upon fulfillment of other obligations as stipulated in the contract as well as upon inspection and acceptance of the goods by the end user, subject to other payment terms as prescribed in this RFQ.
Banking Institution	_____
Account Number	_____
Account Name	_____
Branch	_____

CONFORME:

Signature over Printed Name
(Authorized Representative)

Position/Designation

Office Telephone No.

Fax/Mobile No.

Email Address/es

TERMS AND CONDITIONS

1. Bidders shall provide the correct and accurate information required in this form.
2. Price quotation/s must be valid for a period of sixty (60) *calendar days* from the date of submission of quotation.
3. Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties, and/or levies payable.
4. Quotations exceeding the Approved Budget for the Contract shall be rejected.
5. Award of the contract shall be made to the lowest calculated and responsive quotation (for goods and infrastructure) or, the highest rated offer (for consulting services) which complies with the minimum technical specifications and other terms and conditions stated herein.
6. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
7. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
8. The DBM shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
9. In case two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the DBM shall adopt and employ "draw lots" as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.
10. **Payment shall be processed after delivery and upon the submission of the required supporting documents, in accordance with existing government accounting rules and regulations. Please note that the corresponding bank transfer fee, if any, shall be chargeable to the contractor's account.**
11. Payment shall be made promptly, but in no case later than sixty (60) days, through Land Bank's LDDAP-ADA/Bank Transfer facility after submission of billing statement/invoice and upon fulfillment of other obligations as stipulated in the contract as well as upon inspection and acceptance of the goods by the end user, subject to other payment terms as prescribed in this RFQ.
12. Liquidated damages equivalent to one-tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The DBM **may** rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.
13. In compliance with Section 3(a) of the Implementing Rules and Regulations of Republic Act No. 12009 or the New Government Procurement Act and

consistent with Administrative Order No. 34, s. 2020, the DBM shall publish in its official website and social media platform the following post-award information:

- a) Project name;
- b) Approved budget for the contract;
- c) Contract period;
- d) Name of the winning bidder and its official business address;
- e) Amount of contract awarded;
- f) Date of Award and Acceptance;
- g) Implementing office/unit/division/bureau of the concerned agency or instrumentality.

CONFORME:

Signature over Printed Name
(Authorized Representative) ←

Position/Designation ←

Office Telephone No. ←

Fax/Mobile No. ←

Email Address/es ←